

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1st Floor Conference Room, Oneida County Courthouse**  
**January 25, 2016**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Dave Hintz, Carol Pederson, Billy Fried, Sonny Paszak

**ALSO PRESENT:** Lisa Charbarneau (Labor Relations/Employee Services); Jenni Lueneburg (secretary); Brian Paynter (Lakeland Times)

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 1:01 p.m. in the 1<sup>st</sup> Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Hintz to approve today's agenda. Second by Paszak. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Fried to approve the minutes of January 13<sup>th</sup> as presented. Second by Pederson. All members present voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Committee reviewed vouchers and bills presented. Motion by Paszak to approve the bills and vouchers. Second by Fried. All members present voting 'Aye'. Motion carried.

**CHAPTER 4 OF COUNTY CODE**

Charbarneau states the committee's previous discussions and review of Chapter 4 left off on section 4.39. Discussion held and agreed that sections 4.39, 4.40, 4.41, 4.42, 4.43, 4.44, 4.45, 4.46, 4.47, 4.48, 4.49, 4.50 should reference the Oneida County Employee Handbook or appropriate associated bargaining agreement for further information and get rid of all other wording in these sections. Motion by Fried to approve these modifications. Second Paszak. Charbarneau feels Chapter 4 should cite who is responsible for administering the Chapter 4 codes, which committee has jurisdiction and the code should list only practices and procedures that aren't listed in the Employee Handbook. Cushing suggests the committee meet again once changes are made in order to do a final review of Chapter 4. Hintz states he would like to have a copy of the Employee Handbook present when they meet again on the final changes. Fried says he would like the committee to review the portions of the Employee Handbook that are referenced in order to make sure they agree with the areas listed. Vote taken on motion; all members present voting 'Aye'. Motion carried.

The Committee continued to discuss the rest of Chapter 4 and the following changes were made:

**Section 4.51 (Workman's Compensation)** – Brief discussion; committee agrees to add wording stating that duty disability may apply. Department name and job titles updated.

**Section 4.52 (Life Insurance)** – Discussion led by Fried on the county’s payment of the premium for the basic life insurance coverage. Charbarneau notes that this benefit was approved by this committee during the transitions of Act 10 and was a good exchange for some of the items taken away from employees. Charbarneau explained the details of the benefit and states the cost is relatively inexpensive to Oneida County. Fried would like to look into this benefit further in the future; Committee agrees that they will review benefits further.

**Section 4.53 (Section 125 Plan)** – Charbarneau provided a brief description of this benefit. No changes made to wording.

**Section 4.54 (Deferred Compensation)** – Charbarneau provided a brief description of this benefit. No changes made to wording.

**Section 4.55 (Retirement)** – Charbarneau states this section designates the Finance Director as the county’s agent for the Wisconsin Retirement System. Discussion held; no changes made to section.

**Section 4.56 (Income Continuation)** – Charbarneau provided a brief description of this benefit, noting that a premium holiday is currently in effect. No changes made to wording.

**Section 4.57 (Inclement Weather)** – Charbarneau states the information listed in the section is in the Employee Handbook but she would like to include additional language regarding who makes the decisions on inclement weather. Discussion held.

**Section 4.58 (Multiple Employment Within the County)** – Charbarneau briefly discussed section. Fried feels the section should clarify that an employee cannot hold multiple jobs with Oneida County (unless County Board approval is obtained) but doesn’t apply to jobs within the area of Oneida County.

**Section 4.59 (Reference Checks)** – Charbarneau states this section is in the Employee Handbook. Hintz questioned the word “official”, citing it doesn’t include casual reference checks; agreed to remove the word “official”. Department name and job titles updated.

**Section 4.60 (Drug Free Workplace)** – Charbarneau states this is a separate policy, that serves as an addendum to the Employee Handbook. Charbarneau discussed history of policy and suggests adding zero tolerance wording to the policy since no level is currently specified in the policy. Charbarneau notes that wording clarifies that if an employee violates the policy but seeks treatment, the county needs to work with the employee rather than immediate termination. Charbarneau feels this policy should be reviewed by Corporation Counsel.

**Section 4.61 (Smoke Free Work Place)** – No changes to wording in section. Charbarneau states there will soon be a resolution by the Public Health Department in regards to vapor cigarettes.

**Section 4.62 – Alcohol Free Work Place** – No changes to wording in section. Charbarneau states this policy is also covered under the Drug Free Work Place policy.

**Section 4.63 Disabled Employee Parking** – Wording changed to designate the Facilities Director as the contact and coordinator for this topic.

**Section 4.64 (Outside Employment)** – Charbarneau states this policy and form is in place in order to determine any conflicts of interest for Oneida County employee's holding additional jobs.

**Section 4.65 (Safety)** – Hintz discussed adding disciplinary actions to code in the event an employee violates a safety rule; committee agrees. Discussion held on the Risk Management Committee consisting of the Public Health Director, Human Resources Director, County Clerk and Finance Director. Fried feels there should be a County Board member on the Risk Management Committee and Hintz stated that this Committee needs to play a more active role. Charbarneau states she has worked with department heads on this, including training, employees signing off on training and oral counseling if a safety violation occurs.

**Section 4.67 (Effective Date)** – To be determined once review is complete.

Charbarneau states she will update and review the changes discussed and will bring the updated code and Employee Handbook to a future meeting. Paszak suggests another separate meeting for this due to the time it will take; committee members agree. Charbarneau would like to take the completed County Code Chapter 4 to the March 2016 County Board meeting; committee agrees.

Cushing suggests putting something in the code on how often the code should be reviewed. Discussion held; to be discussed at future meeting.

**OUT-OF-COUNTY TRAVEL**

None

**FUTURE MEETING DATES**

February 10, 2016 at 9:00 a.m.

February 24, 2016 at 10:00 a.m.

**FUTURE AGENDA TOPICS**

Merit/Performance Pay

Paid Time Off Policy

Elected Official wages

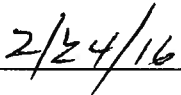
**PUBLIC COMMENTS**


None

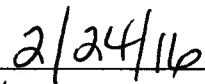
**ADJOURNMENT**

Motion by Paszak to adjourn. Second by Pederson. All members present voting 'Aye'. Motion carried. Meeting adjourned at 2:10 p.m.

  
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Ted Cushing, Chairman

  
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Date

  
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Jennifer Lueneburg, Committee Secretary

  
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Date